# SERD Project Director's Conference

## CRIS OVERVIEW
## Education Component
Current Research Information System

## September 8, 2006

Dr. Irma A. Lawrence
National Program Leader

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## Organization

- United States Department of Agriculture
- CSREES
- Information Systems and Technology Management (ISTM)
- Applications Unit - CRIS Team

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## Mission

- Document USDA and State agricultural research system partners activities
- Satisfy a variety of reporting requirements
- Provide access to information
- It now supports reporting requirements of some education grant programs.

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## CRIS Content

- Information on publicly-supported projects
- Over 37,000 projects documented in CRIS
- Project record is dynamic
- Activities from initiation through termination

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## Who Contributes to CRIS?

- Land-grants
- Schools of Veterinary Medicine
- State Forestry Schools
- AASCARR
- Hispanic-Serving Institutions
- Other Public Institutions

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## CRIS Data Forms

- AD-416 (Research Resume)
- AD-417 (Research Classification)
- AD-421 (Progress Report)
- AD-418/419
  (Financial/Staff Support)

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## How Does Information Get into CRIS?

- Web Forms – CRIS Forms Assistance
- URL- http://cwf.uvm.edu/cris

A link to Web Forms can be found on the CRIS home page

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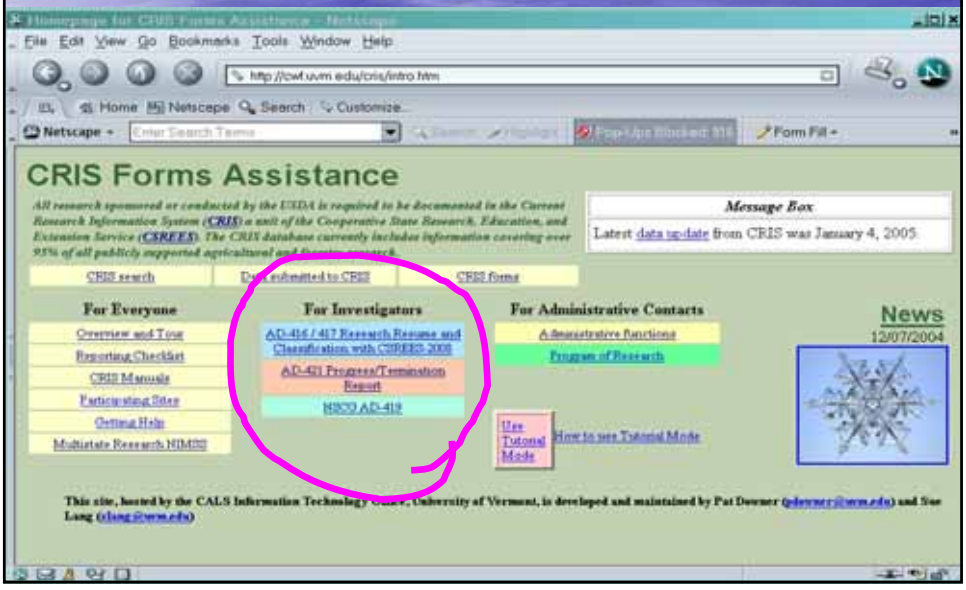
## Web Forms Home Page:
## http://cwf.uvm.edu/cris



# Web Forms – Select State

**Select your state, territory or USDA agency/function for AD-416/417/CSREES-2008 forms:**

Text Only

DC

TEST Site

USDA Agencies

SA American Samoa

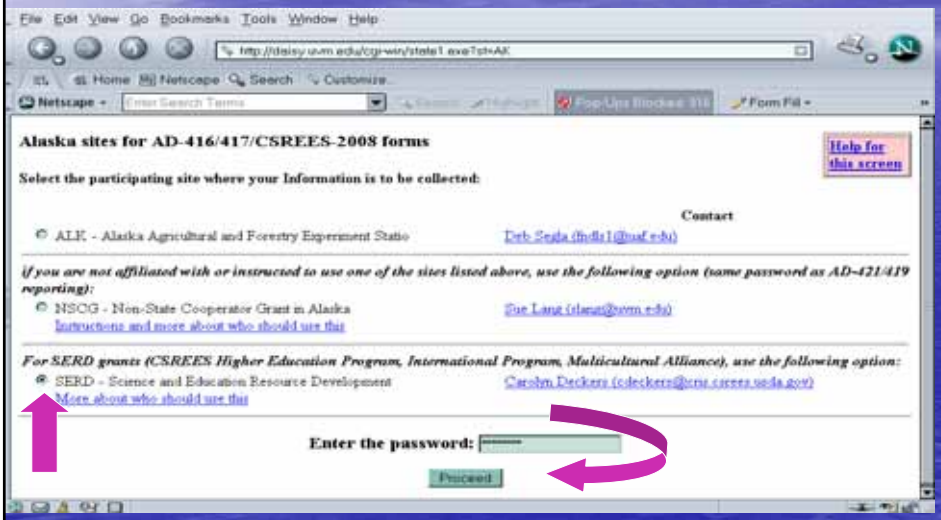
GU Guam

FM Micronesia

NM Northern Marianas

VI Virgin Islands

# Select SERD for Education Grants

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# Initiate a Project

**Initiate or Edit projects on the SERD AD-416 Work List**

Help for this screen

This option is to be used only for SERD project grantees in Alaska.. Use this option to enter the information on the form which you received from the granting office.

Enter Investigator last name and project proposal number:

*to retrieve a form already in progress*

Last Name Linn Proposal Number 2004-04455

Email address: vndjc@uaa.alaska.edu

Proceed

Please include your email address so we can contact you in case of a problem with your report.

**About this function**

A tutorial mode is available which gives you an expandable frame in which you can view instructions as you work on completing the forms. Tutorial mode must be initated on the home page.

If you are not using tutorial mode, help links will be displayed in a second browser session, in a minimized, maximized or resizable window, depending on your particular browser.

If you have already saved a form, you can edit it further, as long as you have not submitted it to CRIS. To retrieve it, **you must enter the last name and proposal number exactly as they were entered on the saved form. The correct state must also be selected.**

To initiate a new project form, you must include both last name and proposal number.

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# Select New Form

**Project / Form Selection**

Help for this screen

No AD-416 forms are currently in progress for principal investigator LINN in Alaska with proposal # 2004-04455

If you think there should be, go back and try entering the name again or contact Carolyn Deckers cdeckers@cris.csrees.usda.gov for assistance.

**Click the Proceed button to initiate a new AD-416:**

New form (for a project not yet in the CRIS system)

Proceed *(Enter/Edit information for this project)*

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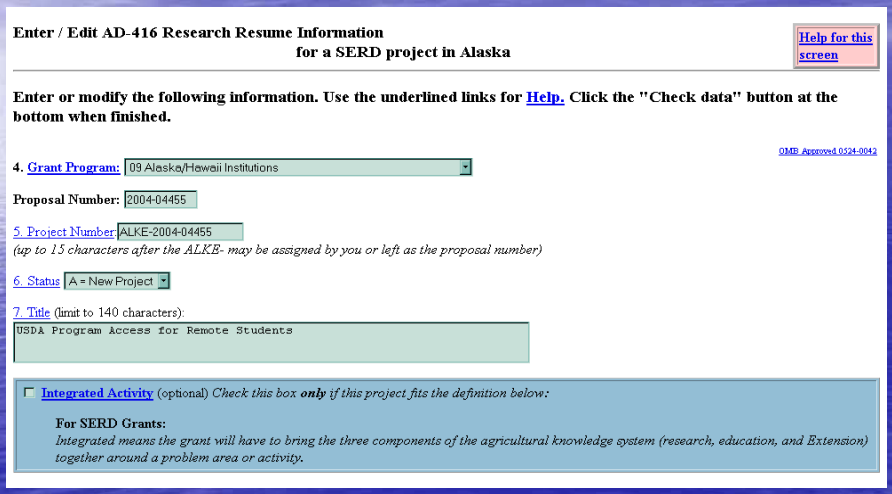
# Enter Grant Program Information

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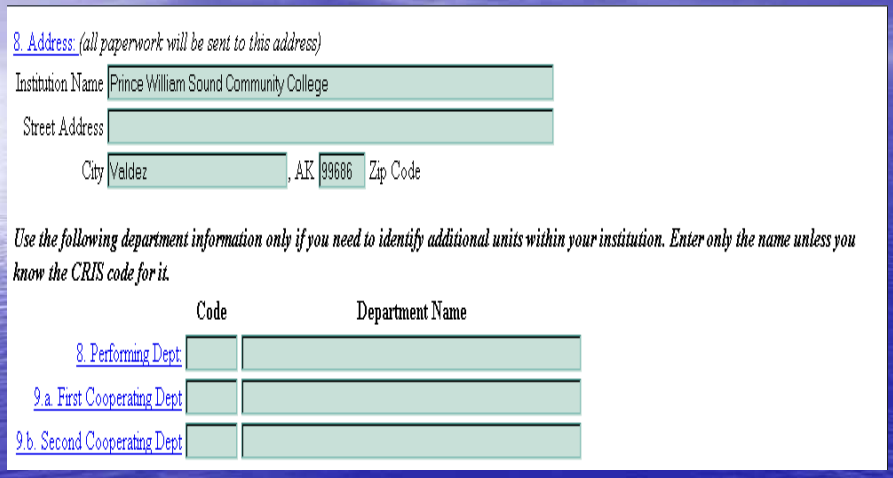
# Address and Performing Department

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# Primary Need Area—Education Grants

**10. PRIMARY SERD Need Area (select only one):**

01 Faculty preparation & enhancement for teaching

**Additional SERD Need Area(s) Addressed by the Grant: (select all that apply)**

- ☐ 01 Faculty preparation & enhancement for teaching
- ☐ 02 Instruction delivery systems
- ☐ 03 Curricula design, materials development & library resources
- ☑ 04 Student experiental learning
- ☐ 05 Scientific instrumentation for teaching
- ☐ 06 Student recruitment, retention & educational equality
- ☐ 07 Applied studies in the food & agricultural sciences
- ☐ 08 Applied research support systems
- ☐ 09 Technology delivery systems
- ☐ 10 Increasing faculty teaching competencies
- ☐ 11 Expanding career opportunities
- ☐ 12 Integrating agricultural education into the curriculum
- ☐ 13 Facilitating interaction with other academic institutions
- ☐ 14 Expanding student and workforce diversity
- ☐ 15 Facility construction, maintenance and/or major renovation
- ☐ 16 Other applied research & community development proposals
- ☐ 17 Other

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# Education Grants
## Institution Information

**10a. Private Institution:**

Yes
No

**10b. Highest Degree awarded at the Institution:**

N/A
High School
2 Year
4 Year
4+ Year

11. Cooperating States:

Identify any OTHER STATES that are participating in the same research project

To select more than one state, press the *Ctrl* key as you click to highlight each additional state.

AK Alaska
AL Alabama
AR Arkansas

11b. Cooperating Countries: *(Full name, one country per line)*

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# List Project Director (s)

12. Project Director(s) (Co-Investigators/Co-Directors) Last Name, Initials in separate fields (at least one initial required):

*example:* ***Johnson*** , ***A*** . ***B*** .

1. Linn , D . .
2. , . .
3. , . .
4. , . .
5. , . .
6. , . .
7. , . .
8. , . .
9. , . .
10. , . .
11. , . .
12. , . .

13. Project Contact. *This may be the Project Director or another individual at the Institution.*

Enter the Name: Linn , D . . *(Last Name and Initials or enter a full name in the large field with no initials)*

Phone number: 980-834-1612 Fax number: 9007-834-1611 *(in the format 555-555-5555)*

Email address: vndjc@uaa.alaska.edu *(include the full address)*

URL of project-specific Web site:

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# Objectives and Approach

21. Objectives: (limit to 3200 characters; use complete sentences.)

This project proposes coordinating with village leaders and other institutions to facilitate recruitment trips to remote areas of the state, recruiting students for the USDA funded programs using college created brochures and website in addition to the recruitment trips, increased communication with tribal councils and village leaders to establish criteria, and training for students.

22. Approach: (limit to 3200 characters; use complete sentences.)

Components of the program will assist in increased college applications, admissions and graduations. They will be achieved through increased school visitations in the rural areas, and funding for computers.

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# Non-technical Summary Purpose

23. Non-Technical summary *Include both the situation addressed and the purpose of this project. Be concise (2 or 3 sentences) max 1600 characters.* ***The 2 sections will be combined into one paragraph when displayed.***

Enter the **SITUATION** or **PROBLEM** the project addresses. Use complete sentences.

achieved through increased school visitations in rural areas. This proposal is to provide increased awareness of and facilitate entry into educational programs which have been developed with previous USDA grants.

EXAMPLES:

**A** *Certain agricultural practices contribute to the problem of phosphorus in water.*

**B** *Adults with cerebral palsy are often underweight or obese.*

Enter the **PURPOSE** of the project. Use complete sentences.

EXAMPLES:

**A** *This project examines effectiveness of soils and meadow vegetation at reducing phosphorus runoff from cornfields.*

**B** *The purpose of this study is to learn more about energy requirements of adults with*

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# Key words and Disciplines

24. Keywords: (one keyword/phrase per line, **do not use hyphens** to link phrases, limit to 20 lines)

course development
peer tutoring
mentoring
student success

25. Disciplines:

| Name | % |
|---|---|
| 01 General Food & Agricultural Sciences | 100 |
| | |
| | |
| | |
| | |

*Select 1 to 5 codes and allocate a percentage of time for each code. The total percent allocated to all the codes must equal 100%. 10% is the minimum percent allowed on a code.*

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# Project Classification
# Check Data

26. CRIS Classification(s):

*This is the classification generally used for all SERD projects. If you wish to provide a different classification, select the "No" option below and use the AD-417 form option on the project selection screen.*

| Use This Yes No | Research Problem Area | Subject of Investigation | Field of Science | Percent |
|---|---|---|---|---|
| ◉ ○ | 903 Communication, education, and information delivery | 6099 People and communities, general/other | 3020 Education | 100 |

Check data (*data validity check*)

The information you entered will be checked for errors. This does **not** save or submit anything, but only checks to be sure the information you entered is acceptable.

If you are unable to proceed beyond this screen for any reason contact Carolyn Deckers (cdeckers@cris.csrees.usda.gov) before exiting from your browser. There is **NO** reason to lose your work! If you cannot reach Carolyn Deckers, save your work by copying and pasting the text from the screen to a file, mail message, or any Windows or Mac wordprocessor or text editor such as Notepad.

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# Checking Form AD-416

**Checking AD-416 data**

***This is the information you have entered:***

Help for this screen

Review the information below carefully. To make changes, you can click your browser's "Back" button to edit the fill-in form information you have entered. Then click the "Check data" button again.

**When ready, click the "Save Information" button below.**

U.S. Department of Agriculture

**AD-416 Research Work Unit/Project Description -- Research Resume**

**U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions**

Date (Month/Day/Year)

| 1. Accession | Agency Identification No. | 4. Grant Program | 5. Work Unit/Project No. |
|---|---|---|---|
| | 2. CSREES 3. ALKE | 09 Alaska/Hawaii Institutions | ALKE-2004-04455 |

7. Title

USDA Program Access for Remote Students

8. Performing Organization

Prince William Sound Community College

Valdez, AK 99686

9. Cooperating Departments within State Performing Institution

a.

b.

10. SERD Need Area(s) 01 Faculty preparation & enhancement for teaching; 04 Student experiential learning

| 10a. Private Institution | 10b. Highest Degree Awarded at the Institution |
|---|---|
| No | 4+ Year |

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# Data Input Feedback

**25. Discipline(s)**

| | Percent |
|---|---|
| 01 General Food & Agricultural Sciences | 100 |
| Total Percent | 100 |

26. CRIS Classification:

| Research Problem Area | Subject of Investigation | Field of Science | Percent |
|---|---|---|---|
| 903 Communication, education, and information delivery | 6099 People and communities, general/other | 3020 Education | 100 |

***No errors detected***

Save Information (*Place this information in the SERD Work file.*)

When you press this button, your information will be saved in your site's collection file. You **should** see a *Confirmation Screen*. If you do **NOT** see the *Confirmation Screen* after you press the Save Information button above, contact Carolyn Deckers (cdeckers@cris.csrees.usda.gov) before exiting from this screen. There is **NO** reason to lose your work! If you cannot reach Carolyn Deckers, save your work by copying and pasting the text from any Web form screen to a file, mail message, or any Windows or Mac wordprocessor or text editor such as Notepad.

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# Print this Form!!

**The SERD-416 Form**

investigator: **Linn, D**
proposal #: **2004-04455**
project #: **ALKE-2004-04455**
title: **USDA Program Access for Remote Students**

**has been submitted to CRIS and is no longer available for editing.**

CRIS will retreive and forward your forms to the appropriate SERD office. If you need to contact someone at CRIS regarding these forms, send email to Juanita Hammond (jhammond@cris.csrees.usda.gov).

***Thank you for completing these forms on the Web !***

**PLEASE NOTE: THIS IS THE ONLY CONFIRMATION SCREEN THAT VERIFIES SUBMISSION OF CRIS FORMS!!!**

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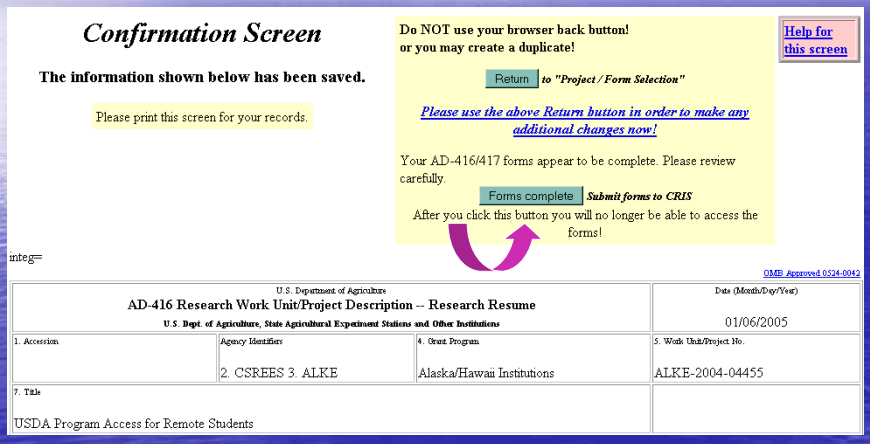
# Confirmation Screen-

## Still missing one step

## Click on Forms Complete Button to submit forms



*Confirmation Screen*

**The information shown below has been saved.**

Please print this screen for your records.

**Do NOT use your browser back button!**
**or you may create a duplicate!**

Return *to "Project / Form Selection"*

*Please use the above Return button in order to make any additional changes now!*

Your AD-416/417 forms appear to be complete. Please review carefully.

Forms complete *Submit forms to CRIS*

After you click this button you will no longer be able to access the forms!

Help for this screen

integ=

OMB Approved 0524-0042

U.S. Department of Agriculture
**AD-416 Research Work Unit/Project Description -- Research Resume**
**U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions**

Date (Month/Day/Year): 01/06/2005

| 1. Accession | Agency Identifiers | 4. Grant Program | 5. Work Unit/Project No. |
|---|---|---|---|
| | 2. CSREES 3. ALKE | Alaska/Hawaii Institutions | ALKE-2004-04455 |

7. Title: USDA Program Access for Remote Students

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# PROGRESS REPORT AD-421

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# After You Select Your State/Territory

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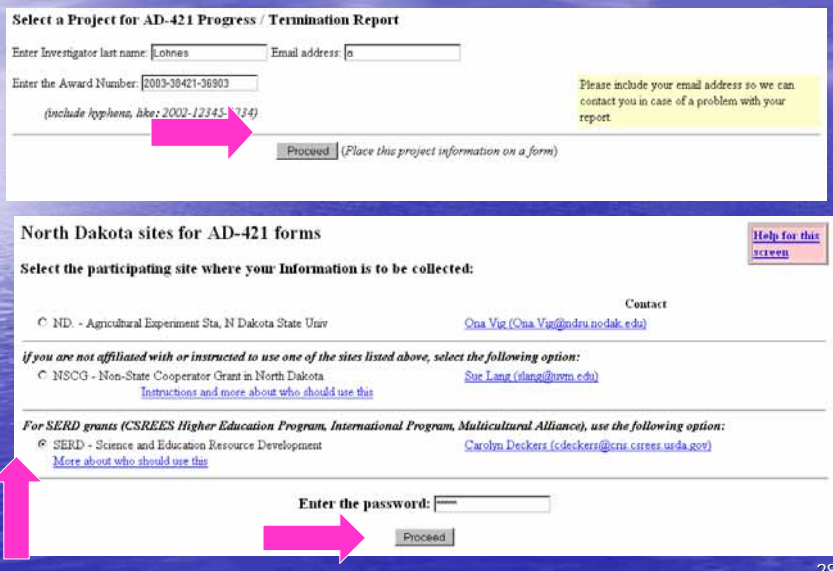
# Locate your Project

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# Enter Period Covered

U.S. Department of Agriculture
AD-421 Progress Report
U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions

Termination Date (Month, Day, Year): 08/31/2004

| 1. Accession | Agency Identification No. | 3. Work Unit/Project No. | 10. Project Type |
|---|---|---|---|
| 0197327 | a. CSREES b. ND E | NDE-2003-04678 | SERD Grant 2003-38421-36903 |

7. Title
Rebuilding the Heritage of Agriculture and Natural Resources on the Spirit Lake Dakota Nation

12. Investigator Name(s) (Last Name and Initials)
Lohnes, D.

**Enter or modify the following information. Use the underlined links for Help. Press the "Check data" button at the bottom when finished.**

**Select which type of report and verify the dates:**

◉ Progress Report -- 40. Period Covered (mo/da/year) 10/01/2003 TO 09/30/2004 *(like 12/31/2003)*

**The Termination Date has passed. If this project has terminated, select "Termination report" below. If you are not sure, contact Carolyn Deckers (cdeckers@cris.csrees.usda.gov)**

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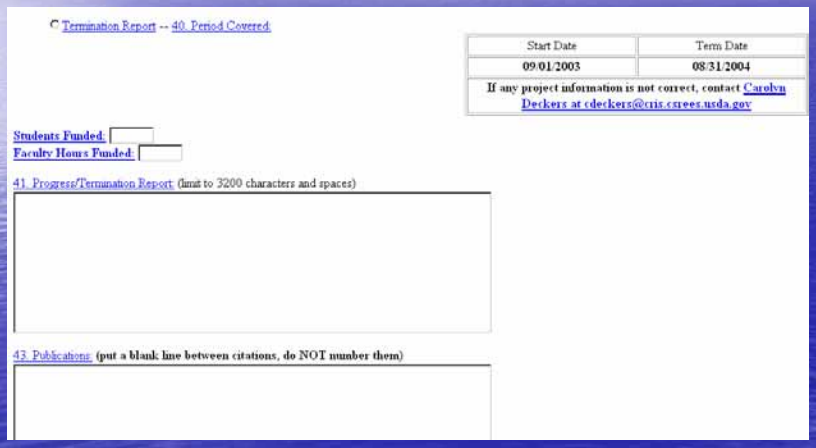
# Enter Students Supported
# Faculty Hours
# Publications



○ Termination Report -- 40. Period Covered:

| Start Date | Term Date |
|---|---|
| 09/01/2003 | 08/31/2004 |

If any project information is not correct, contact Carolyn Deckers at cdeckers@cris.csrees.usda.gov

Students Funded:
Faculty Hours Funded:

41. Progress/Termination Report: (limit to 3200 characters and spaces)

43. Publications: **(put a blank line between citations, do NOT number them)**

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## Products-Outcomes-Dissemination

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## Future Initiatives and Impacts

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## Confirmation Screen

*Confirmation Screen*

Help for this screen

You can click your browser "Back" button to edit now, or you can return to the Web forms later, **but an AD-421 cannot be submitted to CRIS without at least a report narrative or publications included!**

OMB Approved 0524-0042

U.S. Department of Agriculture
**AD-421 Progress Report**
U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions

Date (Month, Day, Year): 03/24/2005

| 1. Accession | Agency Identification No. | 3. Web Unit/Project No. | 4. Status |
|---|---|---|---|
| 0197327 | 2. CSREES 3. ND E | NDE-2003-04678 [ Grant # 2003-38421-36903 ] | Progress |

7. Title

Rebuilding the Heritage of Agriculture and Natural Resources on the Spirit Lake Dakota Nation

12. Investigator Name(s) (Last Name and Initials)

Lohnes, D.

| 20. Termination Date 08/31/2004 | 40. Period Covered (mo/da/year): 10/01/2003 to 09/30/2004 |
|---|---|
| Students Funded: | Faculty Hours Funded: |

41. Progress Report:

43. Publications:



## Please remember to…

- **SAVE** THE REPORT
- WHEN ALL REQUIRED INFORMATION IS COMPLETE……..
- **SUBMIT** THE REPORT

# CRIS PROCESS—Six Steps

## STEP 1: GRANT AWARDEE

- Submits AD-416/417 forms to CRIS

via Web Forms

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## STEP 2: CRIS DATA UNIT

- Retrieves project data from Web Forms
- Loads project data into CRIS database as PENDING**

**PENDING grant information is not available to the public via the CRIS web site.

## STEP 3. OFFICE OF EXTRAMURAL PROGRAMS

- Provides CRIS with data file of grant award

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## STEP 4: CRIS DATA MANAGEMENT UNIT

- Processes award information into CRIS
  - Agreement No.
  - Award Amount
  - Grant Year
  - Award/Start/Termination Date
  - Programmatic & Administrative Contacts)
- Removes PENDING status
- Provides copies of AD-416/417 forms to State Partner Grantees

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## STEP 5: SERD PROGRAM OFFICE

- Requests annual progress reports
- Requests final technical reports

Will this change?

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## STEP 6: CRIS DATA MANAGEMENT UNIT

- Updates CRIS database with Final Technical Reports
- Provides e-mail notification of Final Technical Reports processed

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## WHEN SHOULD CRIS AD-416/417 FORMS BE REQUESTED??????

**CRIS FORMS ARE REQUIRED FOR "NEW" GRANT AWARDS ONLY.**

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## Searching CRIS on the Web

- URL - http://cris.csrees.usda.gov
- Select the "Search Menu" option on CRIS home page
- Two search interfaces are available to the public

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## Assisted Search Interface

Text searching

- Individual data field searching
- Search by classification codes
- Automatic truncation
- Many "Help" screens available

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## Professional Search Interface

Requires more knowledge/experience

- More flexible search options
- Familiarity with data field names
- Allows for editing and saving of search strategy

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## Contact CRIS

Information/Search Assistance

- Phone: 202-690-0123
- Fax: 202-690-0634
- E-mail: cris@cris.csrees.usda.gov

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## Questions?

- **Thank you!**

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